

Action Items

For and by September

- Inform and engage IA
- Discuss role of IA vis a vis MSG
- Present refined, prioritized, focused options for outstanding issues (taxes, account period, project, other)
- Advance state and tribal outreach and opt-in dialogue
- Finalize (or preferably affirm) scope for contextual narrative
- Share and be implementing communications plan for 2014
- Consider Paperwork Reduction Act implications for reconciliation requests/needs

STATE AND TRIBAL SUBCOMMITTEE

STATE AND TRIBAL

- Screen publicly sourced data
- Prepare letter to Governor and submit to MSG
- Identify who submits letters to Governors
- Identify key contacts from MSG
- Further tribal discussions in Subcommittee
- *Consider contextual narrative on state audits (referral to Contextual Narrative WG)*

IMPLEMENTATION SUBCOMMITTEE

Taxes and Reporting

TAXES & REPORTING

- Draft questions to ask International
 - Use state as needed
 - Gather questions from State/Tribal Subcommittee as well
 - Host subcommittee meeting with Intl Secretariat, as appropriate
- Brainstorm options for reporting taxes
- Develop proposal regarding reporting period
- Define risks for compliance on period/taxes
- Develop mechanics of gathering/reporting tax data

IMPLEMENTATION SUBCOMMITTEE

Project Level

PROJECT LEVEL REPORTING

- Scope, research and begin to undertake how data will be used at state and local level
- Identify TSA specific concerns
- Review 1504 process & affects on decision
- Consider potential to achieve equivalency with EU Consider precedents
- Consider how of level of reporting affect complexity and use of EIEI reconciliation report

IMPLEMENTATION SUBCOMMITTEE

Contextual Narrative

- Resolve final orange, outstanding language
- Convene for ½ day to day to complete work
- Share with subcommittee
- Share with sectors
- Identify any outstanding unresolvable language (remain orange)
 - For “Required” language, has to be resolved to greatest extent possible
 - For “Recommended” language not agreed upon, note the sectors views, and forward to IA for advice, as appropriate, or in other ways gather data to inform MSG on the matter

IMPLEMENTATION SUBCOMMITTEE

Work Plan Work Group

- Convene work group
 - Joanna (Chevron)(I); David Goldwyn (C); Chris M (G)
- Review draft work plan
- Refine draft work plan

COMMUNICATION SUBCOMMITTEE

- Complete and arrange for sending letters for Unilateral Disclosure (to payor contacts) and for reconciled companies (to CEOs), including options from whom the letter would come
- Complete collection of existing communication tools (fact sheets, etc.) and refine existing or add new
- Refine communications long-term goal (per discussion today)
- Refine and deepen communications plan by specific audience, intent, messages, tools and messenger
- Explore possibility with DOI of EITI letterhead to be used when and as appropriate
- Obtain advice from sectors on communications plan
- Task/advise various individuals, organizations, sectors on their various responsibilities

CO-CHAIRS

- Track subcommittee project
- Address issues as they arise
- Review meeting summary
- Discuss and refine IA interactions with MSG
- Develop agenda for September

Implementation Subcommittee:

Timeline

- June 18 - Subcommittee meeting to review task list and timeline
- July 9 - Subcommittee check-in meeting
- July 16 - Working groups submits first draft of materials to Subcommittee
- July 25 - Subcommittee reviews and provides comments back to working groups
- July 30 - Working groups incorporate comments and request additional guidance, as needed
- Aug 8 - Working groups submit revised draft of materials to Implementation Subcommittee
- Aug 13 - Subcommittee reviews and provides final comments to working groups
- August 20 – Workgroup Overviews of Final Materials and Final Subcommittee Review
- Aug 27 - Final Subcommittee approval of materials